

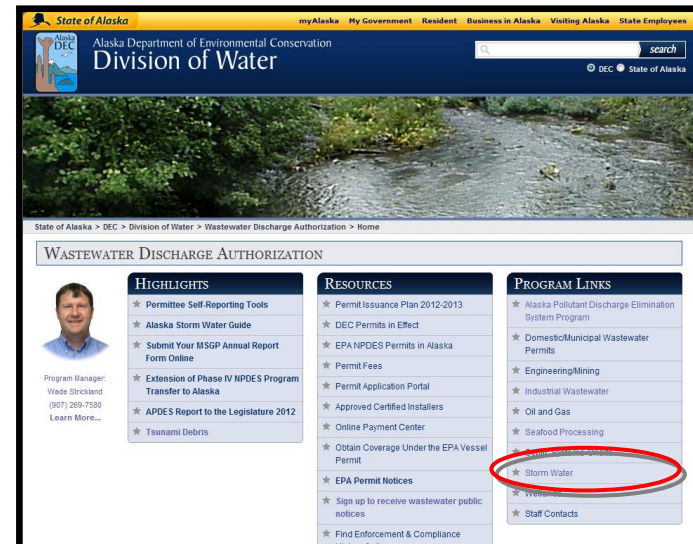
Storm Water Construction General Permit eNOI

Step-by-Step Guide

The Construction General Permit (CGP) Notice of Intent (NOI) can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

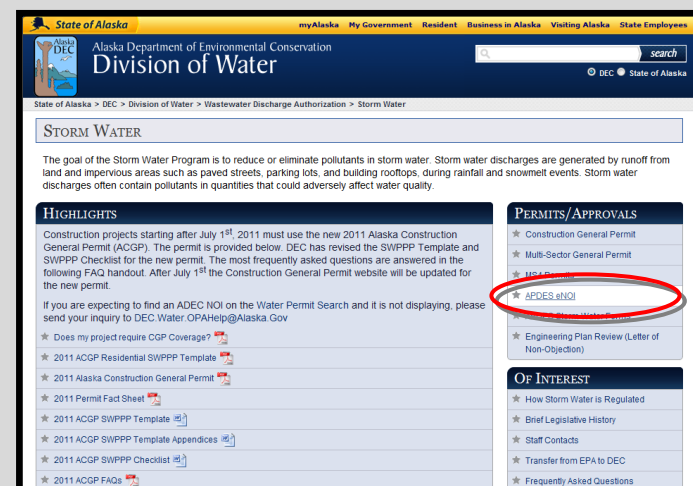
Construction General Permit eNOI

- 1 Go to the Division of Water's Wastewater Discharge Authorization home page at:
<http://www.dec.state.ak.us/water/wwdp/index.htm>
and select the **Stormwater** link under **Program Links**.



- 2 The Storm Water home page contains links to the Construction General Permit, APDES Storm Water Forms and many other resources for permittees.

When you are ready to begin the online eNOI application process, click on the **APDES eNOI** link under **Permits/Approvals**.



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On the next page, click the Complete APDES eNOI Online button.

Storm Water eNOI System FAQs are available at:

<http://dec.alaska.gov/water/wnpspc/pdfs/eNOIFAQs.pdf>

APDES ELECTRONIC NOTICE OF INTENT (eNOI)

APDES eNOI

DEC has developed an eNOI system for electronic entry and submittal of the forms to apply for coverage under the APDES storm water permits. Operators seeking coverage under the APDES storm water permit should not use the EPA eNOI system, they should use the APDES eNOI system. We currently have the Construction General Permit Notice of Intent (eNOI) and Notice of Termination (NOT) and the Multi-Sector General Permit Notice of Intent (eNOI) available on-line. Operators seeking coverage under the Construction General Permit or the Multi-Sector General Permit may file their NOI either using the eNOI system or submit paper forms to DEC at the address listed below. At this time the Multi-Sector General Permit Notice of Termination (NOT) can only be submitted in paper form and should be sent to DEC at the address listed below.

New to the eNOI System is the MSGP Report Submittal application. The MSGP Report Submittal application allows permittees to submit a MSGP Annual Report Form as an attachment to the application. For additional information, see the "Step-by-Step" document located in the "Of Interest" box to the right.

Prior to entering the APDES eNOI system we recommend the following steps to make it easier to use the system:

1. Read the permit (available on the Construction General Permit or Multi-Sector General Permit page)
2. Read the instructions that go with the NOI or NOT form for the permit for which you are applying for coverage (available on the APDES Storm Water Forms page)
3. Read the Step-by-Step instructions on how to file the eNOI or eNOT (available in the Quick Links box to the right)
4. Fill out the paper NOI or NOT before entering the system so you do not need to look up the information while you are entering data into the system
5. If you have questions about the storm water permit, see the Frequently Asked Questions on the page for each permit (FAQs Construction General Permit or FAQs Multi-Sector General Permit)
6. In order to electronically sign any online application you will be required to use your validated myAlaska account. See the eNOI FAQs for more information.

To enter the APDES eNOI system, please click on the button below.

Complete APDES eNOI Online

Paper Submittal of Forms

Please submit your paper forms to:
Alaska Department of Environmental Conservation
 Division of Water - Storm Water Program
 555 Cordova St.
 Anchorage, AK 99501

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From the OASys home page, you can continue to your application by clicking the **"Continue to MyAlaska"** button.

TIP:

OASys requires an active myAlaska account. If you do not have a myAlaska account, you can create one by following the steps outlined in the **"myAlaska"** box at the bottom of the page.

Department of Environmental Conservation
Water Online Application System

WELCOME TO DEC'S WATER ONLINE APPLICATION SYSTEM (OASys)

This system may be used to:

- Apply for ADEC state general permit coverage for contained water and excavation dewatering
- Apply for APDES general permit coverage for construction storm water, industrial storm water, and offshore seafood processor
- Submit APDES notice of termination for construction storm water and the annual report for industrial storm water
- Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, and Municipal Matching Grant questionnaires
- Submit the Municipal Grant and Loan quarterly report
- Register a Commercial Passenger Vessel
- Submit a Remote Maintenance Worker Trip Report

Note: New application types are added to the system frequently.

To view other applications, please go to the Permit Application Portal.

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

Continue to MyAlaska

myAlaska

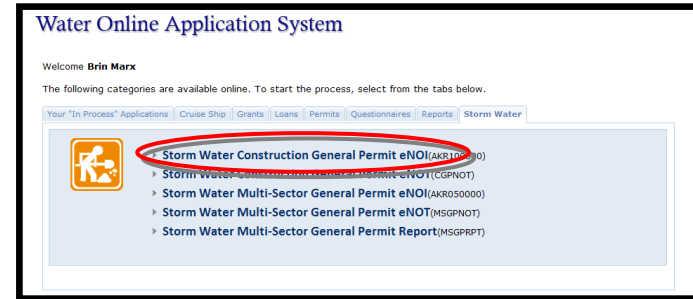
If this is your first time visiting this page and you do not have a myAlaska account, enroll at myAlaska.
[Guidance for Creating New myAlaska Account](#)

Please direct questions to DEC Water: OPAhelp@Alaska.Gov.
 For storm water permit applications call 907-269-6117 and for all other applications call John Randolph at 907-465-5307.
 OASys Help | MyAlaska Help

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After successfully logging to myAlaska, you will arrive at the Water Online Application system.

Select the “**Storm Water**” tab then select the “**Storm Water Construction General Permit eNOI**” from the available categories.



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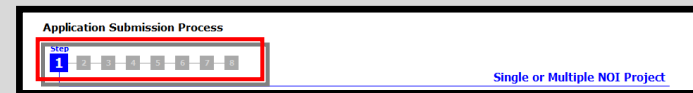
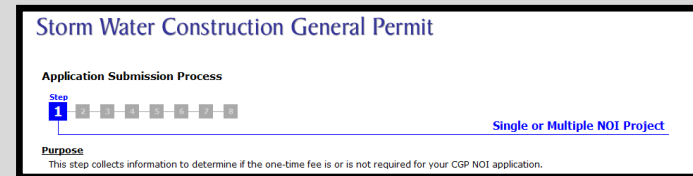
A series of steps will take you through the application, asking for information pertinent to your project. Fill out the information on these pages as completely and thoroughly as possible.

TIP:

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

TIP:

Any question with a red star (*) next to it is required and must be completed before the current step can be completed.

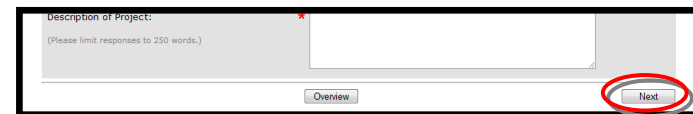


TIP:

When you have finished a step, you can go to the next step by selecting the “**Next**” button at the bottom of the page.

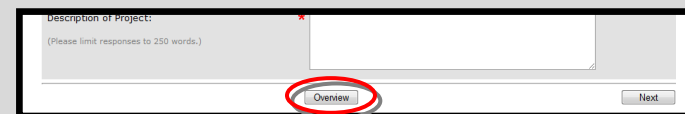
TIP:

At any time, you can logout and your information will be saved. **NOTE:** Changes made in the current step are not saved until you hit “**Next**”.



T At any time, you can also select the “**Overview**” button
I at the bottom of any page to go to the overview step
P (last step). This step allows you to review your information from all steps and to edit previously entered information.

P **NOTE:** Remember, changes to the current page are not saved until you hit “**Next**”. Any changes made prior to clicking “**Overview**” will be lost.

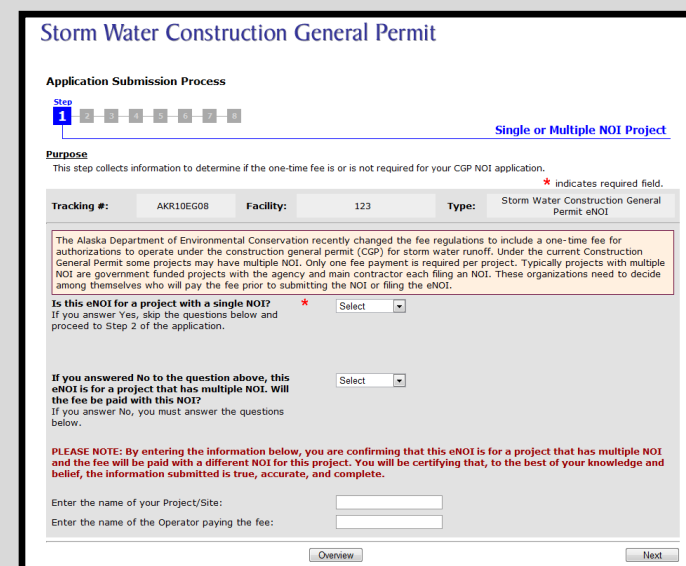


T If you need to **void** an application (questionnaire, application, or quarterly report) that was entered in error,
I please send an email to: DEC.Water.OPAHelp@alaska.gov.

P Please include the tracking number for the application needing to be voided.

7 **Step 1** of the application process asks whether your project has multiple NOIs. And, if so, if your fee will be paid with this application.

Answer all questions as required then click “**Next**” to continue to the next step.



8

Step 2 of the application submission process collects general information about your project such as name and location.

Answer all questions as required then click **“Next”** to continue to the next step.

Storm Water Construction General Permit

Application Submission Process

Step 2

Project/Site Information

Purpose
This step collects information about the project/site. Please read the information below carefully. Complete site information must be provided for permit coverage to be granted.

* indicates required field.

Tracking #: AKR10EG09 Facility: Type: Storm Water Construction General Permit eNOI

Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity Under an APDES General Permit
Submission of this completed Notice of Intent (NOI) constitutes notice that the party identified as the operator in the contact section of this form requests authorization to discharge pursuant to the APDES Construction General Permit (CGP). Submission of this NOI also constitutes notice that the party identified as the operator in the contact section of this form meets the eligibility requirements of the CGP for the project identified in Step 2 of this form. Permit coverage is required prior to commencement of construction activity until you are eligible to terminate coverage as detailed in the CGP. To obtain authorization, you must submit a complete and accurate NOI form. Refer to the link below for instructions on completing this form:

Instructions for Completing this Form
Application Step-by-Step Guidance

Project/Site Name: *

Project/Site Address

Street/Location: *

City: *

State: * AK

Zip Code: *

Borough or similar government subdivision: * Choose Area

Find Area

Latitude/Longitude *

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Step 3 of the application submission process collects contact information for various certification roles.

Note: You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

Complete all required contacts then click **“Next”** to continue to the next step.

Storm Water Construction General Permit

Application Submission Process

Step 3

Contacts

Purpose
This step allows you to enter contact information for the Operator, SWPPP Contact, NOI Preparer, Billing Contact and NOI Certifier. All contacts that are marked as required MUST have a contact that fulfills that role.

“IMPORTANT CERTIFICATION INFORMATION”

The NOI Certification application

Contact Details

1. This Contact is the...
You may make multiple selections if this person fills more than one role

(1) For a person who performs the following roles:
(A) a person who performs the role of the Operator *
(B) the person who performs the role of the SWPPP Contact *
(C) the person who performs the role of the NOI Preparer *
(D) the person who performs the role of the Billing Contact *
(E) the person who performs the role of the NOI Certifier *

(2) For a person who performs the role of the NOI Certifier *

(3) For a person who performs the role of the NOI Preparer *

(4) For a person who performs the role of the Billing Contact *

(5) For a person who performs the role of the Operator *

Include the contact information for the contact that fulfills the role of the NOI Preparer. If the contact is not the facility SWPPP contact or a consultant for the certifier's signature, include the name, organization, telephone number and email address of the NOI preparer.

Cancel Save

2. Contact Information...

Contact Name: * First MI Last

Contact Title: *

Organization Name: *

Mailing Address: *

City, State, ZIP: * AK

Country: * USA

Phone: *

Phone (Cell): *

Fax: *

e-Mail Address: *

Web Site: *

* indicates required field.

Tracking #: AKR10EG09 Facility: test Type: Storm Water Construction General Permit eNOI

Your Application Contacts

To add a new contact, click the add button to the right.

Add

10 **Step 4** of the application submission process asks if an SWPPP has been prepared in advance of this application and its location for viewing.

Note: You will be unable to continue your application if no SWPPP has been prepared. You may close your application and, after completing an SWPPP, return to your application at a later date.

Answer all questions as required then click **“Next”** to continue to the next step.

The screenshot shows the 'Storm Water Construction General Permit' application submission process at Step 4, 'SWPPP Information'. The 'Application Submission Process' progress bar shows Step 4 is the current step. The 'Purpose' section states: 'This step allows you to enter information about the Storm Water Pollution Prevention Plan (SWPPP). * indicates required field.' The form fields include: 'Tracking #' (AKR10EG09), 'Facility' (test), and 'Type' (Storm Water Construction General Permit eNOI). A question asks 'Has the SWPPP been prepared in advance of filing this eNOI?' with radio buttons for 'Yes' (selected) and 'No'. Below this, a note states: 'For projects of 5 or more acres has a SWPPP been submitted to DEC as required per Part 2.1.3 of the 2011 CGP?'. A dropdown menu is set to 'Select'. The 'Location of SWPPP for Viewing' section has radio buttons for 'Project Address in Step 2' (selected), 'Operator's Address in Step 3', and 'Other'. The 'If other:' section includes input fields for 'Street/Location:', 'City:', 'State:' (AK), and 'Zip Code:'. Navigation buttons at the bottom are 'Previous', 'Overview', and 'Next'.

11 **Step 5** of the application submission process collects the name(s) of the waterbodies to which you discharge.

Note: If your project has no potential of a storm water discharge to waters of the U.S. your project does not meet permit coverage requirements as stated in Part 1.1 of the 2011 CGP.

Enter the names of all receiving waterbodies then click **“Next”** to continue to the next step.

The screenshot shows the 'Storm Water Construction General Permit' application submission process at Step 5, 'Discharge Information'. The 'Application Submission Process' progress bar shows Step 5 is the current step. The 'Purpose' section states: 'This step allows you to provide the receiving waterbodies to which the project's storm water will discharge. * indicates required field.' The form fields include: 'Tracking #' (AKR10EG09), 'Facility' (test), and 'Type' (Storm Water Construction General Permit eNOI). A question asks 'Identify the name(s) of the waterbodies to which you discharge.' with a text input field. Below this, a note states: 'Enter multiple receiving waters separated by commas, "Receiving Water #1, Receiving Water #2, Receiving Water #3, etc."'. A question asks 'Is this discharge consistent with the assumptions and requirements of applicable EPA approved or established TMDL(s)?' with radio buttons for 'Yes' (selected) and 'No'. Navigation buttons at the bottom are 'Previous', 'Overview', and 'Next'.

12 **Step 6** of the application submission process collects information on any treatment chemicals used to reduce erosion from the land or sediment in a storm water discharge.

If any chemicals are used, check **“Yes”** and select any applicable chemicals.

Answer all questions as required then click **“Next”** to continue to the next step.

The screenshot shows the 'Storm Water Construction General Permit' application submission process. It is currently on Step 6, 'Treatment Chemical Information'. The 'Purpose' section states that this step collects information on treatment chemicals used to reduce erosion. A note indicates that if the user is unsure at the filing of the NOI, they should select 'No' and then file an NOI Modification form indicating 'Yes'. A red asterisk indicates a required field. The form fields include 'Tracking #' (AKR10EG09), 'Facility' (test), and 'Type' (Storm Water Construction General Permit eNOI). The main question is 'Will you use control measures such as polymers, flocculants or other treatment chemicals at your construction site?'. The user has selected 'Yes'. Below this, there are checkboxes for 'Alum', 'Gypsum', 'Polyacrylamide (PAM)', and 'Polyaluminum Chloride'. The 'Other' option is also available, with a text input field for listing chemicals. The 'Previous' and 'Next' buttons are at the bottom.

13 **Step 7** allows you to submit any required or optional attachments online including the SWPPP. Please read the directions carefully on this page.

NOTE: Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

The screenshot shows the 'Storm Water Construction General Permit' application submission process, Step 7: Attachments. The 'Tracking #' is FY11MMGA-0002, 'Facility' is test, and 'Type' is Municipal Matching Grant Application. The instructions are: 1. Choose a file to attach: Click 'Choose File' to select a file from your local system. 2. Add the file to the list: The file is added to a list with fields for 'As Type' (Force Account Approval), 'Title', and 'Description'. The 'Attach' button is at the bottom right of the list. 3. Your file attachments: The 'Remove' button is at the bottom right of the list. A 'Usage Tips' box on the right states: 'First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, click here. Then, complete the attachment type, title and description fields before clicking the attach button to add the file to your application attachment list. While the upload is in progress, clicking on any button will cancel the upload. If you would like to remove the file from your application, select it in the list and click the "Remove" button. File size limit is 20MB for each attachment.' A 'Required Attachments' box on the right states: 'There are no required attachments for this application type.'

14 **Step 8** is the “**Application Overview**” page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

To change any information in a section, select the edit button that corresponds to that section.

Storm Water Construction General Permit

Step 8 Overview

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:

- 1. Complete Steps
- 2. Sign
- 3. Pay Fees (\$490)

Usage Tips:
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application:

Tracking #:	Facility:	Type:
AKR10EG09	test	Storm Water Construction General Permit eNOI

Single or Multiple NOI Project

Details
Is this eNOI for a project with a single NOI? If you answer Yes, skip the questions below and proceed to Step 2 of the application.
Yes
If you answered No to the question above, this eNOI is for a project that has multiple NOI. Will the fee be paid with this NOI? If you answer No, you must answer the questions below.
Select

Edit

15 After all information is entered and you have finished adding all online attachments, you will need to sign and submit your application.

A check will appear next to “**1. Complete Steps**” if the application is complete and ready to be signed.

To go the **Final Steps** page, select the “**2. Sign**” or “**3. Pay Fees**” link under tasks on the Application Overview page. You can also click on the “**Continue**” button at the bottom of the page.

Storm Water Construction General Permit

Step 8 Overview

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:

- 1. Complete Steps
- 2. Sign
- 3. Pay Fees (\$490)

Usage Tips:
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application:

Tracking #:	Facility:	Type:
AKR10EG09	test	Storm Water Construction General Permit eNOI

Single or Multiple NOI Project

Details
Is this eNOI for a project with a single NOI? If you answer Yes, skip the questions below and proceed to Step 2 of the application.
Yes
If you answered No to the question above, this eNOI is for a project that has multiple NOI. Will the fee be paid with this NOI? If you answer No, you must answer the questions below.
Select

Continue

16 The “Final Steps” page presents the options for signing and paying for your application.

To sign your application, you may:

- Sign using an e-Signature
(Skip to the next step of this guide)
- Print and sign a hard-copy
(Skip to step 19 of this guide)
- Invite another party to sign your application
(Skip to step 23 of this guide)

To pay for your application, you may either:

- Pay by credit card or electronic funds transfer
(Skip to step 21 of this guide)
- Invite another party to pay for your application
(Skip to step 23 of this guide)

Final Steps
Purpose: Congratulations! You have completed the form completion phase of this process. However, **two important steps** remain before your application can be processed: **Signature Submission and Fee Payment**. On this page you will find several options for signing and paying for your application. To make further changes **before** submitting, select the **Overview** button. If you have any questions or concerns, please contact DEC at DEC.Water.OP@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed, Not Paid

Please Note: Your application will not be processed unless it has been signed and all fees have been paid!

Tracking #:	AKR10EG09	Facility:	test	Type:	Storm Water Construction General Permit eNOI
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Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages* must be notarized and the **ORIGINAL**, notarized hard-copy mailed or delivered to the Juneau DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

17 To sign your application with an e-Signature, your account must be validated through MyAlaska.

Select “**Sign this Application Using e-Signature**”.

NOTE: If you use a **myAlaska** account that has been used to apply and e-sign for a PFD, you are automatically validated.

Tracking #: AKR10EG09 **Facility:** test **Type:** Storm Water Construction General Permit eNOI

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

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Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

18 Carefully read the information and signature agreement on this page, check the box if you agree with the Signing Agreement, and enter your **myAlaska Password**. To complete the signing process, click on the “E-Sign” button.

Who Signs the Application?

18 AAC 83.385. Signature requirements for permit applications and reports

(a) A permit application must be signed as follows:
(1) for a corporation, a responsible corporate officer shall sign the application; in this subsection, a responsible corporate officer means
(A) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or
(B) the manager of one or more manufacturing, production, or operating facilities, if
(i) the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental statutes and regulations;
(ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and
(iii) authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
(2) for a partnership or sole proprietorship, the general partner or the proprietor, respectively, shall sign the application; and
(3) for a municipality, state, or other public agency, either a principal executive officer or ranking elected official shall sign the application; in this subsection, a principal executive officer of an agency means
(A) the chief executive officer of the agency; or
(B) a senior executive officer having responsibility for the overall operations of a principal geographic unit or division of the agency.

Signing Agreement

By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:

1) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

2) certify that I am Brin Marx as identified by the myAlaska identity verification system;

3) agree that I am signing this notice of intent under the Storm Water Construction general permit, AKR100000 and

4) agree that I intend to be bound by the electronic record of this notice of intent under the Storm Water Construction general permit and the electronic record of this signature.

☐ I agree with the above statement

MyAlaska Password

19 To print a hard-copy signature page, select “Print, Sign and Submit a Hard-Copy Signature Page”.

Tracking #: AKR10EG09 Facility: test Type: Storm Water Construction General Permit eNOI

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office, Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL, notarized hard-copy mailed or delivered to the Juneau DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

20 Carefully read the steps to submitting your application on this page. Click the **“Print the Official Signature Page”** link to access your printable signature page.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.

Water Online Application System

Print and Submit a Hard-Copy Signature Page

Purpose
As part of the application process, each applicant (or agent of the applicant) must submit a validated signature. Alternatively, you may return to the Signing and Paying Options Page to select a different option for submitting a signature. If you have any questions about this process, contact your local DEC office or send an e-mail to DEC.Water.OPAHelp@alaska.gov

Please Note: Your application will not be processed unless it has been signed and all fees have been paid!

Tracking #:	AKR10EG09	Facility:	test	Type:	Storm Water Construction General Permit eNOI
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1. Review Your Application
To review your application before submitting, visit the Overview Page.
2. **Print the Official Signature Page**
Click the link above to display the Official Signature Page (printer friendly). Once the page has completely loaded, print the signature page. **Warning! Clicking on the link above will lock your application and you will not be able to make any additional changes.**
3. Sign the Printed Page
Once you have a printed copy of the Signature Page, locate the appropriate line on the page and enter your signature and today's date.
4. Mail, Fax, E-mail or Electronically Submit the page to the DEC Office
Use the following mailing address to submit your signature page and complete the hard-copy submission process. Fax and e-mail are also valid methods for submitting this page to DEC.
Attn: Storm Water Program
Division of Water
Alaska Department of Environmental Conservation
555 Cordova Street
Anchorage, AK 99501
Fax: 907-269-3487
Phone: 907-269-8117
Email Address: DEC.Water.OPAHelp@alaska.gov
5. Await notification that your page has been received by DEC
DEC will contact you when your Signature Page arrives. Please allow 2-3 weeks for the page to arrive at the DEC office in Juneau.

21 To pay for your application, select **“Pay for this Application”**

Tracking #:	AKR10EG09	Facility:	test	Type:	Storm Water Construction General Permit eNOI
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Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration* Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

22 You will be taken to the **Payment Summary** page. From here, you can choose to pay via credit card or an electronic funds transfer from a checking or savings bank account.





Follow the on-screen instructions, you will be taken back to your application.

Payment Summary

Description	Permit #	Invoice #	Quantity	Cost Each
DEC Permit - Tracking Number AKR10EG09	AKR10EG09		1	\$490.00
			Total	\$490.00

[Pay with Credit Card](#) [Pay with Checking/Savings Account](#)

Card Acceptance
We accept Visa, MasterCard, and Discover.

   **POWERED BY**



Currency
Online payments to the DEC are transacted in US Dollars.


Privacy Policy
Permit registrations are public information, but the financial information you use to transact payments is considered private.
Credit card information is not collected, stored, processed, or transmitted by the DEC Online Payment Center and will not be shared with anyone. Cardholder data is collected by a 3rd party that adheres to rigorous card industry security standards.
Personal information such as your name, email, billing address, and phone number may be collected during your payment for quality assurance reasons such as supporting customers that require assistance and performing revenue reconciliation and other standard accounting tasks. Your personal information won't be shared with anyone outside the DEC.


Refund Policy
The DEC can issue refunds on request, but this may invalidate your permit(s) if the refund results in an unpaid permit. If you've accidentally over-paid or if you feel you've been mischarged please contact customer service for assistance.


23 If you require another party to sign and/or pay for your application, select the **"Invite another party to Sign and/or Pay for this Application"** and proceed to the next step of this guide.


Tracking #: AKR10EG09 Facility: test Type: Storm Water Construction General Permit eNOI

 **Sign this Application Using e-Signature**
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

 **Print, Sign and Submit a Hard-Copy Signature Page**
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL, notarized hard-copy mailed or delivered to the Juneau DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:*



 **Pay for this Application**
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

 **Invite another party to Sign and/or Pay for this Application**
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

24 Depending on whether you are inviting another party to sign, pay, or both, select from the available options: **Payer**, **Signer**, or **Signer and Payer**. Then enter the email of your alternative signer/payer into the box and click the **>>>** button to add that contact to the e-mail list.

TIP:

You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the **>>>** button after each contact.

Click the “**Continue**” button and an email will be sent to each of your invited alternates.

25 An instructional email containing a link to this application is sent to each alternate signer/payer allowing them to complete the final steps in the application process.

NOTE: The alternate signer will need to have a myAlaska account.

26 After clicking on the link provided in the email, the alternate signer/payer will login to OASys and enter the Tracking Number and PIN which are also provided in the email.

27 Alternate signer will be taken to the “Final Steps” page. They will only have the option to sign or pay the application depending on whether you specified them as the signer or payer.

Storm Water Construction General Permit

Final Steps
Purpose
Congratulations! You have completed the form completion phase of this process. However, **two important steps** remain before your application can be processed: **Signature Submission and Fee Payment**. On this page you will find several options for signing and paying for your application. To make further changes **before** submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed, Not Paid
Please Note: Your application will not be processed unless it has been signed and all fees have been paid!

Tracking #: AKR10EG12 **Facility:** JRR testing with brin **Type:** Storm Water Construction General Permit eNOI

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.* No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

Cancel Overview

28 After your application has been signed or paid, you will receive an email certifying that your application was signed or paid and another after being both signed and paid that your application was successfully submitted.

If you submitted a hard-copy signature page, it may take a few days to process.

Storm Water Construction General Permit

The electronic submission process for application number AKR10EG09 for Facility 'test' is complete.

29 If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.

Storm Water Construction General Permit

Step 8 Overview

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:

- 1. Complete Steps
- 2. Sign
- 3. Pay Fees (\$490) - Paid

Usage Tips:
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application

For assistance, please call:

John Randolph at 907-465-5307, or
Kaitee Perisich at 907-451-5337